

# DIRECTIVE

## JOB TRAINING PARTNERSHIP ACT

Number: D97-16

Date: March 23, 1998

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: PYS 98 AND 99 TITLE II JOB TRAINING PLAN AND TITLE III  
SUBSTATE PLAN

### EXECUTIVE SUMMARY:

#### **Purpose:**

This Directive transmits instructions for preparing Title II Job Training Plans and Title III Substate Plans under the Job Training Partnership Act (JTPA) for the two-year period from July 1, 1998, through June 30, 2000, including standards and procedures for the review and approval or disapproval of such plans.

On December 9, 1997, the State Job Training Coordinating Council (SJTCC) adopted statewide goals and objectives and coordination criteria for California's Workforce Preparation Programs. The goals and objectives are meant to provide guidance to state agencies, local officials, and Private Industry Councils (PIC) in the formulation of their plans. These goals and objectives are not intended to dictate policy to local authorities and programs, but to define the overall policy framework for the use of public resources.

As required by JTPA, Section 122 (b)(3), each Job Training Plan will be reviewed by the SJTCC for the purpose of certifying to the Governor the consistency of the plan with the coordination criteria. As required by JTPA, each plan of state agencies providing employment, training, and related services will be reviewed by the SJTCC for comment to the Governor.

#### **Scope:**

This Directive contains planning guidelines and requirements for JTPA Title II SDAs and Title III Substate Areas (SSA) for PYs 1998 and 1999.

**Effective Date:**

The instructions contained in this Directive are effective immediately. The Job Training Plan and Substate Plan prepared following the instructions in this Directive are effective for the period July 1, 1998, through June 30, 2000.

**REFERENCES:**

- JTPA Sections 103; 104; 106; 107; 108; 122; 123; 141; 164; 165; 167; 203; 204; 205; 206; 240; 253; 254; 255; 263; 264; 265; 266; 311; 312; 313; 314; 315; 317; 456; 601; 604
- Title 20 Code of Federal Regulations (CFR): 627.305; 627.310; 627.420; 627.422; 627.423; 627.440; 627.445; 627.460; 627.475; 627.481; 628.205; 628.410; 628.415; 628.420; 628.425; 628.426; 628.505; 628.510; 628.515; 628.530; 628.545; 628.550; 628.605; 628.701; 628.702; 628.710; 628.803; 631.14; 631.19; 631.20; 631.31; 631.50
- California Unemployment Insurance Code (CUIC): Sections 15001; 15002; 15003; 15006; 15011; 15020; 15021; 15022; 15023; 15024; 15032; 15032.5; 15037; 15037.3; 15040; 15041; 15042; 15043; 15044; 15045; 15046; 15050; 15051; 15057; 15064; 15070; 15072; 15076; 15076.5; 15077
- GCSSP (The Governor's Goals and Objectives and Coordination Criteria for PYs 1998 and 1999)
- Welfare and Institutions Code Sections 11320 - 11329.7
- DOL Training and Employment Guidance Letter (TEGL) 4-95
- JTPA Directives D97-11; D97-8; D97-7; D97-6; D96-26; D96-21; D96-20; D96-16; D96-15; D96-5; D95-25; D95-24; D95-22; D95-14, Rev. 1; 93-17; 86-8, Rev. 1

**STATE-IMPOSED REQUIREMENTS:**

This Directive contains state-imposed planning requirements. These requirements are identified as state-imposed requirements.

**FILING INSTRUCTIONS:**

This directive supersedes JTPA Directive D96-1, dated July 3, 1996 and JTPA Directive D95-31, dated March 6, 1996. Retain this Directive until further notice.

**BACKGROUND:**

The primary Title II planning elements are contained in JTPA Section 104(b) and California Unemployment Insurance Code (CUIC) Section 15043; and the primary Title III planning elements are contained in JTPA Section 313 and CUIC Section 15076. These instructions clarify the intent and purpose of the plan; establish the plan as a compliance document; and simplify the plan preparation

Section 15076. These instructions clarify the intent and purpose of the plan; establish the plan as a compliance document; and simplify the plan preparation process by eliminating unnecessary provisions and requirements, and, where suitable, substituting written assurances.

## **POLICY AND PROCEDURES:**

Policy and procedures for preparing the Title II Job Training Plan and the Title III Substate Plan are contained in the attached Handbook of Instructions.

## **ACTION:**

- 1) Prepare Title II Job Training Plans and Title III Substate Plans, in accordance with the attached instructions.
- 2) No later than March 2, 1998, publish the plans, or summaries of the plans, and make them available for review and comment in accordance with requirements in JTPA, FESA, and the attached instructions.
- 3) Review and consider comments received; prepare responses to comments.
- 4) Publish final Job Training Plan by April 13, 1998, (80 days prior to the start of the program year) in accordance with requirements established in the attached instructions.
- 5) Submit plans to the state, to be received by 5:00 p.m., Monday, May 4, 1998, using one of the following methods:

<b>MAIL:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section P.O. Box 826880, MIC 69-1 Sacramento, CA 94280-0001
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<b>COURIER SERVICE/OVERNIGHT:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814
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<b>HAND DELIVER:</b>	Employment Development Department Job Training Partnership Division Attn: Program Management Section 722 Capitol Mall, Room W1077 Sacramento, CA 94814
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## INQUIRIES:

Please direct questions about developing your job training and substate plans to your Program Manager.

/S/ BILL BURKE

Acting Assistant Deputy Director

Attachment can be downloaded from <http://www.edd.cahwnet.gov/emptran.htm>. Copies may also be obtained by e-mailing JTPD at [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (Subject line should read: "Attachment") or contact Gia Valla at (916) 654-7686.

1. [JTPA, Title II Job Training Plan and Title III Substate Plan](#)

Forms Supplement

- a) [Title II and III Narrative Planning Forms](#)
- b) [Budget and Participant Forms](#) (Microsoft Excel Workbook)

[Appendix](#)

- c) Acronym and Terminology Listing
- d) Strategic Statewide Goals and Objectives for California's Workforce Preparation Programs
- e) SDAs by Labor Market Area
- f) Occupations with less than 25 Percent Females for the State of California